

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

PHOTOGRAPHIC SERVICES ASSISTANT

JOB DESCRIPTION

Employees in this job perform or oversee activities associated with a particular area of photographic services, such as the production of offset photo lithographic printing plates, or the processing and arrangement of positive and negative images for use in cartography, engineering, portraiture, and display.

There are four classifications in this job.

Position Code Title – Photographic Service Assistant –E

Photographic Services Assistant 6

This is the trainee level. The employee in a learning capacity performs a range of photographic services assistant assignments while receiving on-the-job training under close supervision.

Photographic Services Assistant 7

This is the intermediate level. The employee works in a developing capacity with increased responsibility for performing a range of photographic services assistant assignments.

Photographic Services Assistant E8

This is the experienced level. The employee performs a full range of assigned work activities and uses judgment in making decisions where alternatives are determined by established policies and procedures. Guidance and direction are generally available as needed.

Position Code Title – Photographic Services Assistant –A

Photographic Services Assistant 9

This is the advanced level. The employee serves as a lead worker, coordinating, assigning and reviewing the work of lower level photographic services assistants, or as a senior worker, is responsible for the most complex photographic services assistant assignments. Senior level employees consistently perform complex assignments beyond those expected at the experienced level which have been defined by the appointing authority and approved by Civil Service.

NOTE: Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Operates large process cameras and film processors in order to expose and process film for making prints and reproduction plates.

Operates plate-making machinery to develop and fix lithographic plates for offset printing operations.

Determines camera settings to achieve desired exposure and effects.

Arranges lighting to properly illuminate subjects of photographs.

Positions and exposes negatives for multiple images on a single plate.

Makes photographic duplications and enlargements of maps, drawings, and tracings.

Exposes and develops proofing materials for use in developing prototypes of finished products.

Washes and dries film; trims, sorts and checks prints; mounts, spots, frames, and finishes photographs.

Displays photographs in desired arrangements.

Arranges negative and positive films on layout sheets and/or translucent paper according to customer specifications.

Opaques, develops, and processes film negatives, contact prints, enlargements, reflections, and slides.

Places jobs in transfer jackets and attaches job tickets for forwarding on to the next production phase.

Provides assistance to coworkers in specific job applications.

Prepares developing and fixing solutions from bulk supplies.

Stores supplies and maintains files of prints, negatives, and related inventories.

Cleans and maintains equipment and work area.

Makes minor repairs to equipment.

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Performs related work appropriate to the classification as assigned.

Additional Job Duties

Photographic Services Assistant 9 (Lead Worker)

Coordinates work by scheduling assignments and overseeing the work of photographic services assistants.

Oversees and assures work quantity and quality by requiring strict adherence to methods and procedures.

Explains work instructions and adapts, if necessary, pertinent general methods and procedures in order to meet the needs of the work area.

Photographic Services Assistant 9 (Senior Worker)

Performs the most complex photographic services assistant assignments on a regular basis.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is necessary at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the equipment and techniques used in producing photographic images.

Knowledge of the equipment and techniques used in arranging photographic materials to produce desired formats and arrangements.

Knowledge of the types, uses, and storage of film, paper, and chemicals used in making positive and negative images.

Knowledge of the machinery used to make lithographic printing plates.

Knowledge of the use of large process cameras used in engineering photography.

Knowledge of the use of lithographic plates in offset printing operations.

Knowledge of safety practices in a photographic lab and plate room.

Knowledge of work area procedures and record filing systems.

Ability to effectively use equipment and materials such as process cameras, film processors, light tables, masking sheets, razor blades, lineage, paint brushes, scribing

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tools, tape, opaque, gregscale, densitometers, multiplaters, step and repeat machines, plate burners, plate processors, and orthoromatic films.

Ability to determine exposure, reduction, enlargement, halftone, and all other camera settings used to produce desired images and effects.

Ability to select proper films for cameras or situations.

Ability to lay out work to achieve scale and proportion in the finished project.

Ability to strip full process color work, including Pin Registers, Color Bars, and Register Marks.

Ability to maintain and make minor repairs on equipment.

Ability to use a densitometer to determine density, contrast, and/or colors prior to exposing half tones and color work.

Ability to provide advice about technical capabilities and problems relative to a desired end product.

Ability to maintain an inventory of supplies sufficient to sustain production.

Ability to follow directions.

Ability to communicate effectively.

Ability to work with staff and clients.

Ability to organize jobs and maintain records.

Additional Knowledge, Skills, and Abilities

Photographic Services Assistant 9 (Lead Worker)

Ability to organize and coordinate the photographic services assistant activities of an assigned work area.

Ability to establish priorities, assign, and evaluate the work of subordinate photographic services assistants.

Photographic Services Assistant 9 (Senior Worker)

Ability to perform the most complex photographic services assistant assignments.

Working Conditions

Work is performed in a plate room or photographic laboratory setting and in accordance with written and oral instructions, and may involve the use of such equipment as large process cameras, film processors, layout tables, measuring instruments, artist work aids and plate burning machinery.

Employees may work in proximity to caustic chemicals, and in darkened and confined areas, and may perform detail work on an illuminated table for extended periods.

Some jobs require an employee to perform detail work on a light table for extended periods.

Physical Requirements

The job duties require an employee to stand for long periods.

The job duties require an employee to bend or stoop in confined spaces.

Education

Educational level typically acquired through completion of high school.

Experience

Photographic Services Assistant 6

No specific type or amount of experience is required.

Photographic Services Assistant 7

One year of experience as a photographic services assistant.

Photographic Services Assistant E8

Two years of experience as a photographic services assistant.

Photographic Services Assistant 9

Three years of experience as a photographic services assistant, including one year of experience as an experienced Photographic Services Assistant E8.

Alternate Education and Experience

One year of experience running photolithography plates on a printing machine may be substituted for six (6) months of experience as a photographic services assistant.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

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JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>
PHOSVSAST	Photographic Services Assistant

<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Photographic Services Assistant-E	PHOTASTE	L32-004
Photographic Services Assistant-A	PHOTASTA	L32-009

ECP Group 1
Revised 12/11/00
PAP/VLWT/CAG/VT